

## **City Council Finance Committee Meeting Notes**

Tuesday, April 22, 2014

7:00PM

Hurley Building

Present: Finance Committee members: Taylor, Terwilliger, White  
Council members: Boni, Bucci, Cutri, Mayor Polimeni, Whitcomb  
City Staff: City Manager Forrest, Assistant City Manager White,  
Clerk/Treasurer Abdallah, Public Works Director Sprague, City Attorney  
Smith, Fire Chief Marentette, Watershed Program Manager Olvany

### **1. Temporary Fire Training Instructor Positions**

City Manager Forrest and Fire Chief Marentette proposed offering a local firefighting Boot Camp this coming summer to train at the Firefighter II level. It will be necessary to hire two NYS-certified instructors. Per NYS Public Officer Law, the instructor position cannot be contracted. They proposed creating two temporary part-time positions for this purpose. Cost is \$1,590.30 plus FICA to cover 27 hours of training over 3 days at \$29.45/hour. Funding will be fully covered by an in-hand SAFER grant.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that the temporary part-time position be created with SAFER-grant funding as proposed.

### **2. Wastewater Treatment Plant Screw Pump #1 Installation**

Public Works Director Sprague proposed that the 2014 Wastewater Treatment Plant budget be amended to include the installation of the new screw pump purchased in 2013. He further proposed that the contract be awarded to the lowest of three bidders, Blue Heron at \$34,578 plus the cost of a crane bringing the grand total to \$40K. Funding would come from unused pump installation funds in the sewer capital reserve.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that the pump installation be funded and approved.

### **3. Water Treatment Plant Filter Media Replacement**

Public Works Director Sprague proposed that a contract to replace the decades-old filter media at the Water Treatment Plant be awarded to RK Hydro-Vac, Inc. in Piqua, Ohio, the only bidder out of several bids solicited. Cost is \$199,130 vs. \$190K in the 2014 Water Fund budget. It was proposed that the difference be funded by the water capital reserve.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that a contract be executed with RK Hydro-Vac to install the filter media and that the additional funding needed be provided from the water capital reserve.

#### 4. Engineer Selection for the 2015 Road Reconstruction Project Design

Public Works Director Sprague reviewed the 6 bids received for the Engineering Services Contract associated with the 2015 street reconstruction project. He recommended awarding the bid to Chatfield Engineers of Rochester NY, the lowest bidder at \$215,204. Total cost is estimated to be no greater than \$230,000 which includes construction observation services not included in the original bid. Funding will come from a bond to be issued for the project. This design phase of the project was included in the 2014 general, water, and sewer funds.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that a contract be executed with Chatfield Engineers for the engineering and construction oversight portions of the 2015 street reconstruction project.

#### 5. Stream Bank Restoration and Water Trail Grant

Watershed Program Manager Olvany announced that the bank restoration and water trail 50/50-match grant application submitted to NYS in 2012 by the City was approved and awarded at a level of \$340K. The reimbursement grant will cover years 2014-2016 and will fund a variety of water management projects (including Sucker Brook and around the perimeter of Canandaigua Lake), a portion of the manager's position, and other water-quality and lawn-care management projects. The municipality's match can be in-kind. The City would provide in-kind equipment/labor for the portion of the project carried out within City limits. It was proposed that the City authorize execution.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that the project proceed with detailed plans and execution.

#### 6. Mortgage Subordination Agreement

City Attorney Smith reviewed a proposed resolution dealing with the City's Community Development Block Grant low-interest loan to Fort Hill Housing Development Fund Company to rehabilitate the former Junior Academy into the Fort Hill Senior Apartments Projects. The loan was subordinate to a building loan mortgage and permanent loan mortgage. The borrower is refinancing and consolidating its first mortgage and is requesting that the City again subordinate its loan to remain in second position. Ms. Smith recommended that the Council honor this request. Current balance of the original \$250K loan is about \$200K.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that the City Manager is authorized to execute the new Mortgage Subordination Agreement.

#### 7. July 4<sup>th</sup> Events

City Manager Forrest proposed that Break the ice Media be contracted to organize the City's 2014 July 4 activities, including the parade and follow-on events at Kershaw Park. Cost is \$4,000 while the 2014 budget is \$1,500. It was proposed to cover the remaining \$2,500 with a budget amendment with this additional funding supplied by the 2014 Contingency.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that the City Manager be authorized to enter into a contract with Break the Ice Media with funding provided as described above.

8. Seasonal Position

City Manager Forrest proposed replacing the position of Laborer, Crew Leader with Parks Maintenance Assistant, Seasonal. Pay rate for the latter is \$13.50/hour. The cost for this change can be fully accommodated within the 2014 budget.

Action Taken: Committee agreed 3:0 to recommend to Council, in the form of a resolution, that the proposed change be implemented.

The meeting was adjourned at 8:05PM. The next meeting is scheduled for Tuesday, May 27 at 7:00PM at the Hurley Building.

Respectfully submitted,

James Terwilliger  
Finance Committee Chair